

Department of Neighborhood Empowerment

Reporting Month:	AUGUST	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 9/1/2015 16:59:07



Budget Fiscal Year: 2015-2016

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	08/01/2015-Web hosting	OUTREACH	I Power	108477813	<input checked="" type="checkbox"/>		\$20.00
2	08/03/2015-Supplies-Community BBQ	CIP	Ralphs	000000	<input type="checkbox"/>		\$696.39
3	08/03/2015-Supplies-Community BBQ	CIP	Costco	330177			\$205.71
4	08/06/2015-Supplies-Outreach table at BBQ	OUTREACH	Home Depot	761699			\$59.80
5	08/07/2015-Supplies-Community BBQ	CIP	Smart & Final	308893			\$89.14
6	08/07/2015-Web hosting	OUTREACH	I Power	111759342	<input checked="" type="checkbox"/>		\$20.00
7	08/08/2015-Supplies-Community BBQ	CIP	Smart & Final	669790			\$19.98
8	08/08/2015-Supplies-Community BBQ	CIP	Smart & Final	372811			\$141.22
9	08/09/2013-Copies-Speaker cards-agendas	OPERATIONS	Office Depot	2882			\$56.39
10	08/12/2015-E-mail service	OUTREACH	Constant Contact	1439371895702	<input checked="" type="checkbox"/>		\$55.00
11	08/16/2015-Copies-Board agendas	OPERATIONS	Office Depot	4233			\$3.61
12	08/17/2015-Refreshments-Board meeting	OUTREACH	Costco	522900001965			\$13.28
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,812.21
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$440.57
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description:				
SUBTOTAL: Outstanding Commitments							\$0.00
D	Total Expenditures & Commitments						\$2,252.78
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2015-2016						\$37,000.00
G	Balance of Budget						\$34,747.22

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MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$1,770.18	\$7,479.82	\$9,250.00	\$1,812.21	\$7,437.79

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$2,675.00	\$291.69	\$5.75	\$2,377.56
200	Outreach	\$6,825.00	\$168.08	\$75.00	\$6,581.92
300	Community Improvement	\$19,500.00	\$1,352.44	\$359.82	\$17,787.74
400	NPG		\$0.00		\$0.00
500	Elections	\$8,000.00	\$0.00		\$8,000.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,812.21	\$440.57	\$34,747.22

NEIGHBORHOOD COUNCIL DECLARATION			
<p>We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.</p>			
Treasurer Signature		Signer's Signature	
Print Name		Print Name	
Date		Date	
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	08/19/2015-Staff services	OPERATIONS	Apple One	S3101057			\$225.94
14	08/21/2015-Space rental-Film Festival	CIP	Electric Lodge	5619			\$200.00
15	08/27/2015-Postage-Reconciliation statements	OPERATIONS	USPS				\$5.75
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SUBTOTAL: Expenditures by Line Item							\$431.69